



## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

### JOB ANNOUNCEMENT

|   |  |                                      |                                 |                                       |
|---|--|--------------------------------------|---------------------------------|---------------------------------------|
| <b>Position Title:</b><br><b>Public Information Officer</b><br>(EXEMPT) | <b>EEOC Occupation Classification:</b><br>Officials and Managers | <b>City Manager:</b><br>Job No. 1397 | <b>Salary Range:</b><br>*D.O.E. | <b>Deadline:</b><br>Open Until Filled |
|---|--|--------------------------------------|---------------------------------|---------------------------------------|

#### **JOB SUMMARY:**

The Public Information Officer is responsible for the City's public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to City Manager

**Special Requirements:** A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

**Qualifications:** Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

#### **For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

#### **Or Call:**

(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

**\*Depending on Experience**

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**HR POSTED-11/10/2014**